



**New Jersey Department of Environmental Protection**  
**NOTICE OF VACANCY**  
**Posting Number: AC07-2015**

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**(X) DIVISION/PROGRAM                      (X) DEPARTMENT                      (X) STATEWIDE**

**TITLE:** Auditor Accountant Trainee                      **SALARY:** (P95) \$41,230.15 (Non-negotiable)  
**OPENING DATE:** July 24, 2015                      **CLOSING DATE:** August 7, 2015  
**EXISTING VACANCIES:** One (1)                      **WORKWEEK:** 35 Hour Workweek

**PROGRAM/LOCATION:** DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Division of Fish and Wildlife  
Office of Business Administration  
501 East State Street, 3<sup>rd</sup> Floor  
Trenton, New Jersey 08625

**DESCRIPTION:** Does the work, as a trainee and productive worker, involved in conducting field and office audits, and/or in maintaining financial records and reports; does related work.

**SPECIFIC TO THE POSITION:** The individual selected will be required to assist the Division’s accountant in the day-to-day accounting functions and/or operations which include preparing cash receipts, checking invoices, vendor payments, processing electronic payments and tracking appropriations thru various financial resources. Individual will have to become familiar with the budgeting processes to include preparing annual reports and working with various agents of the state and have good analytical skills. Special consideration will be given to candidates who possess a Bachelor’s in Accounting or Financial Management, familiarity with the New Jersey Comprehensive Financial System (NJCFS) System, and familiarity with the State’s procurement process.

**REQUIREMENTS:**

**Education:** Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty one (21) semester hour credit in professional accounting courses which may include courses in municipal or government accounting. **NOTE:** Possession of a valid Certificate as a Certified Public Accountant or Registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the required degree in accounting.

**License:** Appointees will be required to possess a valid driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essentials duties of the position.

**RESIDENCY:** Pursuant to N.J.S.A. 52:14-7(L. 2011 Chapter 70), also known as the New Jersey First Act which became effective September 1, 2011, all persons newly hired by the NJDEP on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from within the NJDEP or from another State of New Jersey appointing authority without a break in service greater than 7 days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**AUTHORIZATION TO WORK:** Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. Note: The State of New Jersey does not provide sponsorships for citizenships to the United States.

**NOTE:** Interviews will be afforded based on the cover letter, resume and credentials submitted in response to this notice. **Applicants must provide a copy of their transcripts when submitting resumes.**

**SCOPE OF ELIGIBILITY:** Open to eligible candidates who meet the requirements.

**SUBMIT LETTER OF INTEREST, RESUME, TRANSCRIPTS, AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:**

Alice Castiglione  
Division of Human Resources  
Bureau of Human Resources Operations  
PO Box 420; Mail Code 436-01  
Trenton, NJ 08625-0420  
E-mail Address: Alice.castiglione@dep.nj.gov  
Fax Number (609) 292-0968

**POSTING AUTHORIZED BY:** Deni Gaskill, Manager  
Division of Human Resources

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**Accommodations will be made for qualified applicants or employees with disabilities**  
**New Jersey Department of Environmental Protection is an Equal Opportunity**